



# PAR AUTHORIZATION FORM

(For new PAR donors and to make changes to banking details)

## St. Matthew's

The Anglican Church in the Glebe

PAR Congregational Number: 03040055

I/We, \_\_\_\_\_ (envelope/tracking # \_\_\_\_\_), request and authorize The United Church of Canada to debit my/our account on the 20th of every month in the amount of \$ \_\_\_\_\_, starting on the 20th of \_\_\_\_\_, \_\_\_\_\_ (enter month/year). This contribution is made on behalf of:

Name of Local Church: *St. Matthew's Anglican Church in the Glebe*

Address: 217 First Avenue, Ottawa, ON K1S 2G5

Email: [StMattGlebePAR@gmail.com](mailto:StMattGlebePAR@gmail.com)

This contribution by me/us to the above local church is to benefit:

Parish - Undesignated \$ \_\_\_\_\_; *(Please attach a VOID cheque with this form)*

Designated Fund (Optional): (name) \_\_\_\_\_ \$ \_\_\_\_\_; Other Fund \_\_\_\_\_ \$ \_\_\_\_\_

This donation/payment is made on behalf of (check one): \_\_\_\_\_ Individual(s) \_\_\_\_\_ Business

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

- I/we may change the amount of my/our contribution at any time subject to providing notice of 15 days.
- I/we may revoke my/our authorization at any time, subject to providing notice of 15 days at which time I will submit a cancellation form obtained from St. Matthew's Contributions Coordinator or by contacting my financial institution or visiting [www.cdnpay.ca](http://www.cdnpay.ca).
- I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAR Agreement. To obtain more information on my/our recourse rights, I/we may contact my/our financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).
- **I/we waive my/our right to receive pre-notification of the amount of the Pre-Authorized Remittance (PAR) and agree that I/we do not require advance notice of the amount of PAR before the debit is processed.**

Name of Church PAR Contact Janice Sonnen, PAR Administrator (613) 709-1209 [StMattGlebePAR@gmail.com](mailto:StMattGlebePAR@gmail.com)

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We agree to be bound by, comply with, respect and apply all relevant provisions of the Canadian Payments Act and all related by-laws, rules and standards in force from time to time as they apply to PAR's including, without limitation, the Confirmation/Pre-notification requirements or waiver of Pre-notification requirements and cancellation requirements as set out in Rule H1.

The use, retention and disclosure of personal information collected from this form is done in compliance with privacy legislation, including but not limited to, the Personal Information Protection and Electronic Documents Act (2000, c.5).

# St. Matthew's

## The Anglican Church in the Glebe

*St. Matthew's is a welcoming Christian community committed to growing in faith, offering joyous worship and reaching out in loving service*

### The St. Matthew's Pre-Authorized Remittance (PAR) Program

If you have automatic debits from your bank account to pay for insurance, cable TV, taxes, fuel, Internet services or a mortgage, then you understand the PAR principle. It means regular contributions throughout the year that make it easy to donate to St. Matthew's.

St. Matthew's PAR Program has been in operation since 1999 with over 100 Parishioners currently contributing monthly. The convenience is an important feature for the donor and predictable contributions make budgeting and Church operation very much easier.

### Administration of the St. Matthew's PAR Program

The PAR Authorization Form is an application to join the Program or to make changes to your banking information. **If you are an existing PAR member, it is not necessary to complete the form when the Annual Pledge forms are circulated.** If you are an existing PAR member and wish to increase your monthly donation, please send an email to the Contributions Coordinator, Janice Sonnen, at: : [StMattGlebePAR@gmail.com](mailto:StMattGlebePAR@gmail.com) or call her at (613) 709-1209. For new applicants, simply fill in the spaces for:

- Name(s);
- Envelope or tracking # - if currently a weekly or monthly envelope giver or if a tracking number has been assigned for the applicant(s) and that number is known;
- The total amount to be deducted each month and the month and year that deduction is to commence;
- The amount(s) to be credited by St. Matthew's – which can be to one or more of the St. Matthew's funds. To permit maximum flexibility for the operation of the Church, an undesignated donation to the Parish fund is preferred. However, if there is a wish to contribute to specific designated funds such as Church Maintenance, Music or other funds, an option exists to add one or more fund names and the amount to be credited each month;
- Since Individuals or Businesses are able to apply to the PAR Program, the applicant(s) must indicate whether *Individual* or *Business*. Parishioners typically will be *Individuals*;
- The applicant(s) will then sign and date the PAR Authorization Form;
- Attach a "void" cheque for the account from which the monthly deduction is to be debited; and
- Put the Authorization Form and void cheque in an envelope and place it on the collection plate on a Sunday, drop it off at the Church Office or mail it to St. Matthew's to the attention of the Contributions Coordinator.

A PAR Confirmation Letter will be prepared by the Contributions Coordinator and sent to the Applicant(s) and the name(s) will be added to the St. Matthew's PAR Program listing. This listing is normally processed on the 7<sup>th</sup> of the month; applications received after that date will be processed the following month.

217 First Avenue, Ottawa ON K1S 2G5

Tel: (613) 234-4024 Fax: (613) 234-4790